



# TOWN OF SEEKONK

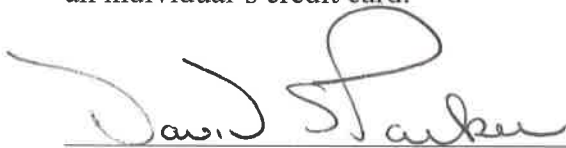
## ADMINISTRATIVE POLICY # 63

### USE OF TOWN CREDIT CARDS

Employees are not to use their own credit cards and expect reimbursement. This situation will only be tolerated in emergency situations.

The Finance Director has a Town Credit card for purchases. He will approve or deny your purchase with consultation with the Town Administrator, if needed.

Special event purchases should be coordinated with the Finance Director in advance. The Finance Director will authorize the use of the Town of Seekonk credit card or approve the use of an individual's credit card.



Chairman of the Board of Selectmen

9/7/2011

date